January 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 27	28	29	30	31	January 1 **HOLIDAY**	2
3	4	5 Load Payroll Overnight	6 Last Day JV's @ noon Run STACAP overnight	7 Post Profit Transfer	8 End of week check run (Priority 99) Close Period #6	9
10	11 EOM reports in Fortis	12 Load Payroll Overnight	13	14	15 End of week check run (Priority 99)	16
17	18 **HOLIDAY**	19 Load Payroll Overnight	20	21	22 End of week check run (Priority 99)	23
24 31	25	26 Load Payroll Overnight DEP finance charge job	27	28	29 End of week check run (Priority 99)	30

February 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 31	February 1	2 Load Payroll Overnight	3 Last Day JV's @ noon Run STACAP overnight	4 Post Profit Transfer	5 End of week check run (Priority 99) Close Period #7	6
7	8 EOM reports in Fortis	9 Load Payroll Overnight	10	11	12 End of week check run (Priority 99)	13
14	15 HOLIDAY	16 Load Payroll Overnight	17	18	19 End of week check run (Priority 99)	20
21	22	23 Load Payroll Overnight DEP finance charge job	24	25	26 End of week check run (Priority 99)	27
28	29	March 1	2	3	4	5

March 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 28	29	March 1 Load Payroll Overnight	2	3 Last Day JV's @ noon Run STACAP overnight	4 End of week check run (Priority 99) Post Profit Transfer Close Period #8	5
6	7 EOM reports in Fortis	8 Load Payroll Overnight	9	10	11 End of week check run (Priority 99)	12
13	14	15 Load Payroll Overnight	16	17	18 End of week check run (Priority 99)	19
20	21	22 Load Payroll Overnight	23	24	25 End of week check run (Priority 99)	26
27	28	29 Load Payroll Overnight DEP finance charge job	30	31	April 1	2

April 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 27	28	29	30	31	April 1 End of week check run (Priority 99)	2
3	4	5 Load Payroll Overnight Last Day JV's @ noon Run STACAP overnight	6 Post Profit Transfer	7	8 End of week check run (Priority 99) Close Period #9	9
10	11 EOM reports in Fortis	12 Load Payroll Overnight	13	14	15 End of week check run (Priority 99)	16
17	18 HOLIDAY	19 Load Payroll Overnight	20	21	22 End of week check run (Priority 99)	23
24	25	26 Load Payroll Overnight DEP finance charge job	27	28	29 End of week check run (Priority 99)	30

May 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2	3	4	5	6	7
		Load Payroll Overnight	Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer	End of week check run (Priority 99) Close Period #10	
8	9	10	11	12	13	14
	EOM reports in Fortis	Load Payroll Overnight			End of week check run (Priority 99)	
15	16	17	18	19	20	21
		Load Payroll Overnight			End of week check run (Priority 99)	
22	23	24	25	26	27	28
		Load Payroll Overnight DEP finance charge job			End of week check run (Priority 99)	
29	30	31	June 1	2	3	4
	HOLIDAY	Load Payroll Overnight				

June 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 29	30	31	June 1	2	3	4
					End of week check run (Priority 99) Last Day JV's @ noon Run STACAP overnight	
5	6	7	8	9	10	11
	Post Profit Transfer Close Period #11	Load Payroll Overnight EOM reports in Fortis			End of week check run (Priority 99)	
12	13	14	15	16	17	18
		Load Payroll Overnight			End of week check run (Priority 99)	
19	20	21	22	23	24	25
		Load Payroll Overnight			End of week check run (Priority 99)	
26	27	28	29	30	July 1	2
		Load Payroll Overnight DEP finance charge job				

July 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 26	27	28	29	30	July 1 End of week check run (Priority 99)	2
3	4 HOLIDAY	5 Load Payroll Overnight	6 Last Day JV's @ noon Run STACAP overnight	7 Post Profit Transfer	8 End of week check run (Priority 99) Close Period #12	9
10	11 EOM reports in Fortis	12 Load Payroll Overnight	13	14	15 End of week check run (Priority 99)	16
17	18	19 Load Payroll Overnight	20	21	22 End of week check run (Priority 99)	23
24 31	25	26 Load Payroll Overnight DEP finance charge job	27	28	29 End of week check run (Priority 99)	30

August 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 31	August 1	2	3	4	5	6
		Load Payroll Overnight	Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer	End of week check run (Priority 99) Close Period #1	
7	8	9	10	11	12	13
	EOM reports in Fortis	Load Payroll Overnight			End of week check run (Priority 99)	
14	15	16	17	18	19	20
		Load Payroll Overnight			End of week check run (Priority 99)	
21	22	23	24	25	26	27
		Load Payroll Overnight			End of week check run (Priority 99)	
28	29	30	31	September 1	2	3
	DEP finance charge job	Load Payroll Overnight				

September 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 28	29	30	31	September 1	2	3
					End of week check run (Priority 99)	
4	5	6	7	8	9	10
	HOLIDAY	Load Payroll Overnight Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer		End of week check run (Priority 99) Close Period #2	
11	12	13	14	15	16	17
	EOM reports in Fortis	Load Payroll Overnight			End of week check run (Priority 99)	
18	19	20	21	22	23	24
		Load Payroll Overnight			End of week check run (Priority 99)	
25	26	27	28	29	30	October 1
		Load Payroll Overnight DEP finance charge job			End of week check run (Priority 99)	

October 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 25	26	27	28	29	30	October 1
2	3	4	5	6	7	8
		Load Payroll Overnight	Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer	End of week check run (Priority 99) Close Period #3	
9	10	11	12	13	14	15
	HOLIDAY	Load Payroll Overnight EOM reports in Fortis			End of week check run (Priority 99)	
16	17	18	19	20	21	22
		Load Payroll Overnight			End of week check run (Priority 99)	
23	24	25	26	27	28	29
		Load Payroll Overnight DEP finance charge job			End of week check run (Priority 99)	
30	31					

November 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 30	31	November 1	2	3	4	5
		Load Payroll Overnight		Last Day JV's @ noon Run STACAP overnight	End of week check run (Priority 99) Post Profit Transfer Close Period #4	
6	7	8	9	10	11	12
	EOM reports in Fortis	Load Payroll Overnight		End of week check run (Priority 99)	**HOLIDAY**	
13	14	15	16	17	18	19
		Load Payroll Overnight			End of week check run (Priority 99)	
20	21	22	23	24	25	26
		Load Payroll Overnight	End of week check run (Priority 99)	**HOLIDAY**	**HOLIDAY**	
27	28	29	30	December 1	2	3
	DEP finance charge job	Load Payroll Overnight				

December 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 27	28	29	30	December 1	2	3
					End of week check run (Priority 99)	
4	5	6	7	8	9	10
	Last Day JV's @ noon Run STACAP overnight	Load Payroll Overnight Post Profit Transfer Close Period #5	EOM reports in Fortis		End of week check run (Priority 99)	
11	12	13	14	15	16	17
		Load Payroll Overnight			End of week check run (Priority 99)	
18	19	20	21	22	23	24
		Load Payroll Overnight			End of week check run (Priority 99)	
25	26	27	28	29	30	31
	HOLIDAY	Load Payroll Overnight DEP finance charge job			End of week check run (Priority 99)	